UNITED NATIONS **ST**

Secretariat

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INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: STAFF PERFORMANCE APPRAISAL*

1. As the Organization has reached the mid-point of the first year of full implementation of the performance appraisal system (PAS), the attention of all staff is drawn to the relevant provisions of administrative instruction ST/AI/411.

2. Primary responsibility for the timely execution of the PAS, including completion of the PAS forms, rests with the supervisor. However, it is in the interest of each staff member to cooperate fully by providing in a timely manner a draft individual work plan, and by being available for scheduled discussions with the supervisor for the mid-year review and the year-end appraisal. Staff members are reminded that they and supervisors are accountable for timely compliance and execution of the PAS process, and that supervisors must proceed and finalize the forms even when it is not possible to obtain the input of the staff member concerned.

3. It is extremely important that there be no period during which the performance of a staff member is not appraised. A gap in the performance record may lead to problems at a later date when placement or promotion opportunities arise. Accordingly, all performance evaluation reports must be completed up to the implementation date of the PAS. Heads of departments and offices have been requested to finalize all outstanding performance evaluation reports no later than 31 December 1996.

4. The continued cooperation of all staff in the introduction of the new PAS system is much appreciated.

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